

## HACCP Logs to Keep

All records should be kept for 3 prior years.

Records to Keep	Recommendations
<b>Food Preparation Records</b>	
End point cooking temperature log	Daily
Holding time and temperature log	Daily
Cooling temperature log	As necessary
<b>Equipment and Facility Records</b>	
Damaged or discarded product	As necessary
Receiving temperature log	Sample of each delivery
Refrigerator temperature log	Daily
Freezer temperature log	Daily
Dry storage room log	Daily
Dish machine sanitation log	Daily
Food contact surface cleaning/sanitation log	Daily
Thermometer calibration log	Every 2 weeks
<b>Review Records</b>	
Food Safety Checklist	Monthly
<b>Training Records</b>	
Food Safety Training Plan and Record	With each training
<b>Corrective Action Records</b>	As necessary